



KENTUCKY DEPARTMENT for
LIBRARIES and ARCHIVES

2016- 2017 ANNUAL REPORT

Investing in
Leaders

MESSAGE FROM THE COMMISSIONER



As State Librarian and Commissioner, I'm happy to present the Kentucky Department for Libraries & Archives annual report for Fiscal Year 2016-17. It is an honor to serve the Commonwealth in this role; I am excited about the work the agency is currently doing, and look forward to the opportunities the future holds. The mission of KDLA is to support and promote access to library services, and to ensure that documentation of government activities is created, preserved and made available for public use. KDLA has made exciting strides in provision of these services over the last year.

Under new agency leadership, the two KDLA divisions, the Archives and Records Management Division and the Division of Library Services, continued valuable long-term service for the commonwealth and undertook new initiatives in many areas. We set an E-rate record, with 103 counties receiving funding commitments. We awarded over a half-million dollars in Local Records grants to 50 local government agencies. We expanded our capacity to house records in the State Records Center. We provided library training to all of Kentucky's public libraries and conducted the Public Library Institute for 69 participants. We initiated the groundbreaking Science in Play 2Go (SIP2Go) S.T.E.M learning experience for public libraries. Clearly, KDLA continues to fulfill a significant leadership role in the library and archival community, both within the Commonwealth and across the nation.

KDLA's commitment to our core services remains strong, as evidenced by our staff members, who combine time-honored customer service practices along with the latest in technology to serve Kentucky's need to know. Throughout this report, you will read how KDLA's dedicated staff reaches into every county of our great Commonwealth to provide critical services on a daily basis. KDLA staff members visit courthouses and archives, preserving irreplaceable local records; they visit public libraries, providing materials, advice and technical assistance. The staff of the Kentucky Talking Books Library send audio books to blind and physically disabled Kentuckians in every county. KDLA staff members also deliver information services to state agencies, provide information databases for usage across Kentucky, and support information sharing among libraries, schools, and institutions. Our government, economy, and society all require information to operate; the Kentucky Department for Libraries and Archives plays a key role in preserving that information, and in making it accessible for every Kentuckian. I am confident you will be informed – and impressed – as you read about these services. We look forward to serving your information needs in the coming year.

Terry Manuel

State Librarian and Commissioner

WELCOME, LEADERSHIP TEAM!



Beth Shields



Terry Manuel



Beth Milburn

During fiscal year 2016 – 2017, the Kentucky Department for Libraries and Archives welcomed a new leadership team.

On November 3, 2016, Governor Matthew G. Bevin appointed Terry Manuel as the State Librarian and Commissioner for KDLA. Terry is responsible for overseeing the assistance of 119 local public libraries in library development and management, as well as for preservation of public records in Kentucky. The State Archives holds 126,000 cubic feet of permanent public records dating from 1780 to the present, and 230,714 cubic feet of state and local temporary records in the State Records Center.

During his 25-year career with KDLA, Terry Manuel has served in a variety of positions in the Library Development Branch, including manager of the unit from 2007-2014. He also assisted library districts with technology issues as the E-rate Consultant, and provided support to public libraries in eastern Kentucky as a Regional Library Consultant.

Beth Shields was appointed as State Archivist and Records Administrator, and Director of the Archives and Records Management Division at KDLA on February 1, 2017. Beth has more than 15 years of archives and records management experience, including working with electronic records.

As State Archivist, Beth is responsible for leading the Archives and Records Management Division and overseeing records management services for state and local governments. The invaluable records held in the archives include records from each gubernatorial administration, and from all 120 Kentucky counties. The permanent record holdings include invaluable documents concerning river navigation, Kentucky boundaries, military, railroads, etc.

The State Archivist is also the coordinator of the Kentucky State Historical Records Advisory Board (SHRAB), which provides advice, assistance, and leadership to nearly 300 archival and manuscript repositories in the state.

Beth Milburn was selected as Director of the Library Services Division on April 16, 2017. Beth has worked in libraries for over 22 years. Beth has been with KDLA since 2008, first serving as Continuing Education Consultant then Branch Manager of Library Development. She brings a wealth of knowledge to her role. As Division Director, Beth is responsible for overseeing three branches: Library Development, Customer Service and Collections and the Kentucky Talking Book Library.

KDLA by the NUMBERS



ARCHIVAL SERVICES BRANCH

Research Room & Archives Center

2,141

Number of
Visitors

8,496

Rolls of Microfilm
Accessed

7,235

Original Records
Used

52,765

Pages Copied

333

Rolls of Film
Accrued

150

Cubic Feet of Records
Accessioned

5,654

Reference Emails &
Calls

2,071

Research & Online
Requests

1,058

State Agency
Requests

Preservation & Special Formats

17,637

Documents
Cleaned

1,144

Records
Deacidified

129

Records Repaired

1,150

Records
Encapsulated

41

Photographic
Requests



ELECTRONIC RECORDS MANAGEMENT BRANCH*

Electronic Records Archives & Digital Preservation

4,054

Files Transferred
to Repository

43,252

Files Renamed in
Preparation for Ingest
into Preservica

65

Accessions
Created

Electronic Records Management

35

Agency Site Visits

18

Revisions to
Agency Electronic
Systems Databases

6

Trainings

Application & Database Support

167

Completed Support
Requests

9

State Agencies
Assisted with
FileNet

* These numbers reflect October 2016, November 2016, December 2016, and June 2017 reports.

MICROGRAPHICS & IMAGING BRANCH

943

Rolls of Microfilm
Processed

839,963

Scanned Images
Converted to
Microfilm

1,157

Rolls of Microfilm
Duplicated

1,667,403

Original Documents Scanned and Indexed

AGENCIES WORKED WITH:

- Knott County Schools
- Boone County Schools
- Northern Kentucky University
- Mines & Minerals Board of Nursing
- Edmonson County Clerk
- Taylor County Clerk
- Madisonville Police Department
- Eastern Kentucky University
- Shelby County Clerk
- Fayette County Clerk
- Warren County Schools
- Barren County Schools
- Nelson County Clerk
- Boone County Clerk
- Campbell County Clerk
- City of Madisonville
- Franklin County Clerk
- Hardin County Clerk
- Jackson County Clerk
- Lewis County Clerk
- Marshall County Clerk
- Medical Licensure
- Muhlenberg County Clerk
- Trimble County Clerk
- Office of Vital Statistics
- Washington County Clerk
- Washington County Schools
- Whitley County Clerk

LOCAL RECORDS BRANCH

365

Number of
Personal Contacts

1,436

Number of Telephone/
Email Contacts

The KDLA Local Records Grant program distributed **\$586,017** in grant funds to **50** local agencies in 2016-2017.

This program helps to preserve, protect, and make available records with continuing archival value and to assist local agencies with records management. Grant funds have been used to support work in microfilming, preservation, equipment, codification of ordinances, and more.

GRANT RECIPIENTS:

- Adair County
- Allen County
- Barren County
- Bourbon County
- Boyd County
- Boyle County
- Bracken County
- Calloway County
- Campbell County
- Carlisle County
- City of Nicholasville
- Crittenden County
- Daviess County
- Edmonson County
- City of Elsmere
- Estill County
- Fayette County
- Floyd County
- Gallatin County
- Garrard County
- Grant County
- Green County
- Harlan County
- Henderson County
- Henry County
- Hickman County
- Hopkins County
- Jackson County
- Johnson County
- Kenton County
- Knox County
- Leslie County
- Lincoln County
- Livingston County
- Marion County
- Mason County
- McCracken County
- McLean County
- Mercer County
- Monroe County
- Morgan County
- Muhlenberg County
- Pike County
- Rowan County
- Russell County
- Spencer County
- Taylor County
- Union County
- Webster County
- Wolfe County



STATE RECORDS BRANCH

1,588

Number of
Personal Contacts

3,825

Number of
Telephone/Email
Contacts

189

Scheduled, Revised, or
Deleted Records Series
through the State Archives
and Records Commission

38,687

Records Destroyed
In-Agency

State Records Center

274

Assistance Contacts
with Agencies

17,135

Cubic Feet of
Records Accessioned

6,613

Cubic Feet of
Records Destroyed

13,626

Records Re-Filed or
Interfiled

19,971

Records Retrieved

234,468

Cubic Feet of Records
Center Holdings

71 new units of shelving were installed, allowing for **6,390** cubic feet of records. Staff retrieved Department of Correction boxes for a large-scale DOC scanning project.

CUSTOMER SERVICE & COLLECTIONS BRANCH

16,057

Large Print Books Sent
in Circulating
Collections to Public
Libraries in 38 Counties

1,977

Audiobooks Sent in
Circulating
Collections to
Public Libraries in
43 Counties

2,091

ILL Requests
Processed by ILL
Specialist

413

State Employees
Applied for State
Library Cards

136,591

Holdings Records
Were Updated in
the KY Database at
OCLC

21,235

Items Were
Circulated

The State Library collection includes **14,241** books, **17,163** large print books, **6,802** audiobooks/MP3CDs, **527** videos/DVDs and equipment, **914** book discussion kits, **206** programming kits, and **17,443** kit parts. The State Library provides access to **31,329** state government publications.

KENTUCKY TALKING BOOK LIBRARY

4,380

Patrons Served

10,360

Phone Calls,
Emails, & Letter
Mail

1,081

Special Players &
Accessories
Shipped

5,767

Kentucky Books
Downloaded

64,131

Downloaded Books
from the NLS BARD
Website

818

Customers
Registered on the
NLS BARD Website

650

Titles Downloaded
on Demand for
BARD patrons

1,144

Books Requested
from Other Talking
Book Libraries

7,563

Copies of Newsletters,
Braille, Recorded
Formats Produced and
Distributed

Circulated **2,564** Braille books; **129,833** digital audio books; **5,666** digital audio Kentucky books; and **23** cassette books. Total book circulation of **138,219** books.

LIBRARY DEVELOPMENT BRANCH

63,937

Assistance Contacts to
Public Libraries by
Regional Consultants

144

Library Meetings
Attended by
Regional Consultants

3,248

E-Rate Consultations

432,711

Summer Reading
Program Attendance
(10% increase over
prior year)

775

Board Meetings
Attended by
Regional Consultants

\$1,815,273

E-Rate Funds
Distributed

10 Public Library Facilities Construction Fund grants were awarded, totaling **\$20 million** over 20 years. The total amount KDLA is distributing among the libraries per year is **\$1 million**. KDLA has awarded more than **\$44.5 million** since 2000.

GRANT RECIPIENTS:

- Clay County Public Library
- Corbin Public Library
- Grant County Public Library
- Henry County Public Library
- Louisville Free Public Library
- Larue County Public Library
- Madison County Public Library
- Marion County Public Library
- William B. Harlan Memorial Library (Monroe County)
- Russell County Public Library



We broke records!

Kentucky public libraries set a new record for funding commitments from Education Rate (E-rate). For the July 2016 to June 2017 funding year, the libraries have a record commitment for \$2,083,104 in E-rate funding to be disbursed.

E-rate is a federal program that provides discounts on Internet, telecommunications, and networking equipment for schools and public libraries. E-rate discounts provide critical budget relief to public libraries and allow them to spend local tax dollars on other services and programs in their communities. KDLA has provided extensive training in filling out the required forms and one-on-one consultations to librarians.

103

libraries filed for discounts,
up 12% compared to the
record set last year

34

libraries requested
networking equipment
discounts, up 17% from last
year



Training is what we do!

32 records-management workshops for state agencies with **1,321** participants.



24 online trainings, attended by **587** state government employees

Awarded **6** tuition reimbursement grants to public library staff pursuing Master of Library Science degree.



4 records-management workshops for local agencies with **181** participants.

68 online trainings
attended by **1,115** public
library staff.

30 participants attended
2 online literacy courses
taught by nationally
renowned early literacy
consultant Saroj Ghoting.

Provided **3** face-to-face
Cataloging Boot Camps
across the Commonwealth
with **60** participants.

Provided online classes
through University of
Wisconsin-Madison. **10**
classes were offered with
46 participants.



The Summer Reading S.T.E.M. Refresher

was held in March at the Kentucky Science Center in Louisville; 130 youth services library staff attended. Sessions included presenters from Boone & Oldham County Public Libraries, as well as the Kentucky Department of Education, the National Center for Families Learning, and the Cincinnati Contemporary Arts Center.



The Institute is open to public library staff working towards their initial certification & is considered the equivalent of taking a 3-hour college class. Core topics in library science are covered including youth services, cataloging, and customer service.

2016-2017 had a total of **69** participants.

Public Library Institute





We invited WLEX's Lee Cruse to help us spotlight **Kentucky Archives Month!**

Kentucky archival and manuscript repositories throughout the state observed October 2016 as Kentucky Archives Month, in conjunction with American Archives Month. The theme was *Transportation and Industry in Kentucky*.

Nearly 300 archival and manuscript repositories in Kentucky preserve archival and manuscript records that provide a rich and varied picture of the history of Kentucky. Their collections include personal papers, photographs, bibles, diaries, and government records, such as marriage certificates and wills. Many institutions host special programs, open houses, exhibits, and speakers during the month, to highlight historical and unique materials available for research.

Kentucky Archives Month is sponsored by the Kentucky State Historical Records Advisory Board, the Friends of Kentucky Public Archives, Inc., and KDLA.

Public Archives Symposium



In October 2016, the Friends of Kentucky Public Archives, Inc. and the KDLA Archives and Records Management Division co-hosted the twenty-eighth annual Public Archives Symposium. The featured speaker for the Symposium was Charles “Chuck” Parrish, a retired historian with the Louisville District, United States Army Corps of Engineers, and past consultant to the Rivers Institute at Hanover College. As editor of *Heroes at the Falls: Louisville’s Lifesavers*, he discussed the history of the United States Lifesaving Service and the individuals who risked their lives to save others, as well as countless boats and cargoes.



science in
play2go



Science in Play 2Go (SIP2GO) Exhibit Launches

KDLA, in partnership with the Kentucky Science Center, launched the Science in Play 2Go (SIP2GO) exhibit. The exhibit is a mobile version of the Kentucky Science Center's permanent gallery that travels to libraries across the Commonwealth for 12-week residencies. It opened in December of 2016 at the Woodford County Library and continued its 2017 tour at libraries in Oldham County, Logan County, and Laurel County.

SIP2GO creates opportunities for life-long learning by focusing on 21st century skills, open-ended collaboration, and creativity – all through the power of play. The exhibit mirrors the popular elements of the permanent gallery including the blue blocks for building, the science depot, and a light bright board. The Kentucky Science Center also hires and trains a full time staff person to facilitate the exhibit experience and additional early-childhood learning opportunities.

“Science in Play 2Go will play a critical role in addressing the issue of Kindergarten readiness across Kentucky by providing children with access to experiences that invite imaginative thinking, foster creativity and encourage problem-solving,” said Terry Manuel.



Staff Association
donated **221** food
items to the Salvation
Army!



Washington County Public Library Ribbon Cutting. November 2016



The State Board of the Certification of Librarians. October 2016



Newspaper tower challenge at the STEM Refresher. March 2017



Public Library Trustee Certification at the Kentucky Public Library Association Spring Conference. March 2017



Kentucky Council on Archives Spring Meeting. May 2017



Library Development presents at Louisville Free Public Library Bon Air Branch. April 2017